

**Key Information**

**Post Title:** SEND Higher Level Teaching Assistant

**Contract type:** Temporary

**Salary:** Scale 5, Points 12-17

**Reports to:** Principal / SENDCO

**Location:** Woodlands Academy

**Additional information:** 32.5 hours per week –

Term Time + 5 days

**Purpose of Post**

- The post holder will take responsibility for planning, delivering and assessing specific teaching and learning activities which promote child development and learning.
- To provide support for children with special educational needs and/or disabilities (SEND), including medical requirements, within a primary academy setting.

**Job Description: SEND Higher Level Teaching Assistant**

**Main Duties and Responsibilities**

An exciting opportunity has arisen for a person to lead our new SEND provision room. Working alongside the SENDCO, this role will involve planning and delivering specific teaching and learning activities which promote child development and learning.

- Supervise and provide learning opportunities for pupils with additional needs.
- Provide planning to meet individual needs as outlined in IGAPs and/or EHCPs.
- Contribute to the development of individual education and behavioural plans, setting challenging expectations for pupils to achieve learning goals.
- Establish trusting relationships with pupils and interact with them according to individual needs and personalities.
- Provide feedback to pupils and teachers on pupil's achievement, progress and any problems that arise
- Promote good pupil conduct encouraging pupils to take responsibility for their behaviour.
- Support the use of technology in learning and develop pupils' competence and independence in its use
- Act in accordance with school policies and procedures and relevant legislation, particularly in relation to safeguarding, child protection and behaviour management;
- Lead the preparation of the classroom environment and supervise the work of other support staff in the provision;
- Promote the development and learning in the pupils you support (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development;
- Uphold policies and procedures relating to child protection and data protection.
- Develop independence, whilst assisting pupils with eating, dressing and personal hygiene where required.
- To undertake any training commensurate to the post
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Trusts Equal Opportunities Policy and SEND Code of Practice
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

## Person Specification :SEND HLTA

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>GCSE Grade C or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of continuous professional development and training</li> <li>Higher Level Teaching Assistant award or Qualified Teacher Status</li> <li>Positive handling training</li> </ul>	Application
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working within an educational environment</li> <li>Experience of working with SEND pupils in an educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of providing teaching or delivery of activities in a school environment before</li> <li>Experience of working with SENDCo and external agencies when providing support to pupils</li> </ul>	Application, interview
<b>Professional knowledge &amp; understanding</b>	<ul style="list-style-type: none"> <li>Good written and oral communication skills with children and adults.</li> <li>Knowledge of safeguarding procedures</li> <li>Understanding of the differing needs of SEND pupils</li> <li>A good understanding of the EYFS Profile, National Curriculum and child development and learning.</li> <li>The ability to use a computer and the main office software packages competently such as Microsoft Excel, Word and PowerPoint.</li> </ul>	<ul style="list-style-type: none"> <li>The ability to use software such as Google slides and Active Inspire to prepare lesson slides and resources</li> <li>Knowledge and understanding on how to use CPOMS</li> <li>Knowledge and understanding of writing and delivering support on IGAPs/EHCPs</li> </ul>	Application, interview, task
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to work unsupervised and on own initiative</li> <li>Ability to work as part of a team</li> <li>Ability to carry out personal care duties with dignity and respect</li> <li>Knowledge of safeguarding procedures.</li> <li>The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs</li> </ul>		Application, interview, task
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>A strong commitment to the Trust values and ethos</li> <li>A caring, nurturing approach</li> <li>Commitment to support the Trust's agenda for safeguarding and equality and diversity</li> <li>A flexible approach and a strong work ethic</li> <li>Excellent time management and organisational skills</li> <li>High integrity with an ethically sound approach to building internal and external relationships</li> <li>A commitment to showing pupils unconditional positive regard</li> </ul>		Application, interview, task